

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

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Minutes of the Benson Parish Council meeting held on Thursday 24th November 2016 at 7:30pm in the Benson Parish Hall Committee Room.

Present:

Cllr P Peers	(Chair)	(CPP)
Cllr P Baylis		(CPB)
Cllr J Fowler		(CJF)
Cllr R Jordan		(CRJ)
Cllr F Lovesey		(CFL)
Cllr S McCann		(CSM)
Cllr T McTeague		(CTM)
Cllr D Olley		(CDO)
Cllr T Stevenson		(CTS)
Cllr M Winton		(CMW)

Proper Officer: P Eldridge (CLK)

A reporter from the Henley Standard.

There was 1 member of the public present.

- Apologies.** Cllr P Murray (CPM), Cllr R Workman (CRW)
- Declarations of Interest.** – Cllr P Baylis declared an interest in item (15.a.13) request for a shed-on allotment plot 55a. Cllr R Jordan declared an interest in item (15.a.15.) letter of complaint on the Sunnyside play area. Cllr M Winton declared an interest in item (15.a.17.) Care Home Churchfield Lane.
- To receive reports from the following:**
 - Cllr M Gray – OCC Member. Cllr Gray was unwell and sent apologies for not attending the meeting.
 - Cllr F Bloomfield – SODC Member. Cllr Bloomfield was not present at the meeting.
 - Cllr R Pullen – SODC Member. Cllr Pullen was not present at the meeting.
- Public Session.** The member of the public present did not address the chair of the meeting.
- Minutes of Last Meeting:** To approve and sign minutes of the meeting held on Thursday 27th October 2016. **Members who were present at the Benson Parish Council meeting held Thursday 27th October 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers chair of the parish council signed the minutes as a true record.
- Benson Parish Council Planning Committee:**
 - To approve and sign the minutes of the planning meeting held on Thursday 10th November 2016. **Members who were present at the Benson Parish Council planning committee meeting held Monday 10th November 2016 unanimously resolved to approve the minutes of the meeting.** Cllr J Fowler chair of the planning committee signed the minutes as a true record.

- b. To consider Planning Applications:
- i. **BPC65/16/P16/S3608/O**. Land East of Benson Lane, Crowmarsh Gifford, OX10 8ED.
Outline planning application for up to 150 dwellings together with associated access, public open space, landscaping and amenity areas.
Members unanimously resolved to object to the application on the grounds of cumulative impact to the Benson/Crowmarsh Gifford infrastructure and services such as roads, medical services and schools.
 - ii. **BPC67/16/P16/S3565/FUL**. Mains Motors Scrapyard, Old Henley Road near Ewelme, OX10 6PZ
Change of use of part of scrapyard to use by Manor Mix to include storage of aggregates (stored within 2.4m high bund walls), cement and water; provision of washdown area and parking for staff and lorries; and use of existing office, store and w.c. by Manor Mix employees (office to be used as staff restroom) retrospective.
Members unanimously resolved to return no objections.
 - iii. **BPC68/16/P16/S3558/HH**. 20 St Helen's Way, Benson, OX10 6SW.
Demolition of existing single storey timber frame utility room. Erection of ground floor brick construction bedroom and utility room.
Members unanimously resolved to return no objections.
 - iv. **BPC69/16/P16/S3667/HH**. 14 Westfield Road, Benson OX10 6NJ.
Single storey front/side extension.
Members resolved by 9 votes with 1 abstention to return no objections.
- c. To note Planning Decisions:
- i. **BPC30/16/P16/S1133/FUL**. Spice Garden, F/food takeaway, 39 High Street, Benson, OX10 6RP.
Proposed loft conversion with small dormer windows. Extend existing pitched roof over small rear projection.
Permission Granted.
 - ii. **BPC61/16/P16/S3114/FUL**: Land to r/o Mansfield Cottage, 60 Preston Crowmarsh, Preston Crowmarsh, OX10 6SL.
Proposed erection of a detached 1.5 storey dwellinghouse and detached double garage with separate access, amenity space and parking provision.
Permission Granted.
 - iii. **BPC53/16/P16/S2852/LB**. Fifield Farmhouse Road, Between Cottesmore Lane and Fifield Manor, Benson, WALLINGFORD, OX10 6HA.
Conversion of existing utility space and above to be part of main dwelling. Remove existing external door, replace with wooden casement window. Internal work.
Permission Granted.
 - iv. **BPC54/16/P16/S2853HH**. Fifield Farmhouse Road, Between Cottesmore Lane and Fifield Manor, Benson, WALLINGFORD, OX10 6HA.
Conversion of existing utility space and above to be part of main dwelling.

Remove existing external door, replace with wooden casement window.
Internal work.

Permission Granted.

d. To discuss the implications of additional housing in Benson beyond the SODC allocation. Cllr J Fowler asked Cllr M Winton to lead off on this item as he had requested that it be placed on the agenda. Cllr Winton expressed concerns that the Benson Parish Council had no strategic plan for consultation with parishioners on the developments proposed for the village and that the number of new houses currently being processed could double the size of the village. Cllr Winton continued that he was also concerned that the Benson Neighbourhood Plan was not nearly complete and that there was no final figure from SODC for the number of houses that Benson would be allocated to build. Cllr Fowler responded by stressing that the indicative figure for housing based on the Strategic Housing Market Assessment (SHMA) was 190 houses. Cllr Winton noted that the number of houses already approved exceeded this total. Cllrs continued with a general discussion on a way forward at the end of which it was agreed that BPC should try to involve the Benson Community in responding to building developments and that this could best be achieved by sending out a strong message by poster and electronic means such as web pages and social media. Cllr S McCann agreed that with the help of other Cllrs he would prepare a draft poster for display around the village. It was also agreed that once the draft poster had been produced the clerk should print and circulate it to Cllrs for review and comments.

Action: Cllr S McCann to draft poster.

Action: Clerk to print and circulate draft poster for review and comments by Cllrs.

**CSM
CLK**

e. To receive a report from the Chairman of the Planning Committee. Cllr J Fowler chair of the planning committee had nothing further to report.

7. Benson Parish Council Finance Committee:

a. To approve and sign the minutes of the Finance Committee Meeting held on Monday 14th November 2016. **Members who were present at the Benson Parish Council finance committee meeting held Monday 14th November 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Peers chair of the finance committee signed the minutes as a true record.

b. To present finance recommendations to Council:

i. **Recommendation to full council Dianne Brooks be appointed as Benson Parish Clerk.** Cllr P Peers moved that the meeting go into private session. Seconded by Cllr J Fowler and **unanimously resolved that the meeting continue in private.** On resuming the meeting Cllr Peers noted that the recommendation had been unanimously resolved to approve the recommendation.

Action: RFO to inform all applicants of the results of the interviews.

RFO

ii. **Recommendation to full council that the 2016 Debt Recovery Policy is adopted.** After a short discussion, it was agreed that the recommendation should be withdrawn while Cllrs R Jordan and T McTeague redraft the debt recovery policy.

Action: Cllrs Jordan and McTeague to redraft the debt recovery policy.

**CRJ
CTM**

c. To receive a report from the chairman of the finance committee.
Cllr P Peers reported that the finance committee are working on the 2017 precept.

8. **Benson Parish Council Halls Committee:**

a. To receive a report from the Chairman of the Halls Committee.
Cllr T McTeague reported:

- i. RFO had received a large water bill for the Youth Hall which was being investigated.
- ii. That the date for the next halls extension meeting would be the Thursday 8th December 2016.

9. **Benson Parish Council Recreation and Lands Committee:**

a. To approve and sign the minutes of the Recreation and Lands Committee Meeting held on Thursday 10th November 2016. **Members who were present at the Benson Parish Council Recreation and Lands Committee meeting held Thursday 10th November 2016 unanimously resolved to approve the minutes of the meeting.** Cllr P Baylis chair of the recreation and lands Committee signed the minutes as a true record.

b. To present recreation and lands recommendations to Council:

- i. **That Benson Parish Council fund the replacement of the stiles with two kissing gates on footpath 125/2 by the Chiltern Society, subject to the Chiltern Society refunding the cost in full. Members present unanimously resolved to approve the recommendation.**

Action: Clerk to inform the Chiltern Society.

c. To receive a report from the Chairman of the Recreation and Lands Committee. The chair of recreation and lands committee had nothing further to report.

10. **Benson Parish Council Awards Committee:**

a. To approve and sign the minutes of the Awards Committee Meeting held on Tuesday 8th November 2016. **Members who were present at the Benson Parish Council Awards Committee meeting held Tuesday 8th November 2016 unanimously resolved to approve the minutes of the meeting.** Cllr T Stevenson chair of the awards committee signed the minutes as a true record.

b. To present awards committee recommendations to Council:

- i. **Recommendation to full council that £45 be allocated for the purchase of garden vouchers as prizes for the Benson 2016 Tubs competition.**

Members present unanimously resolved to approve the recommendation.

Action: Clerk to purchase vouchers.

CLK

c. To receive a report from the Chairman of the Awards Committee.
Cllr T Stevenson reported on:

- i. the requirement to receive nominations for the 'Bob Griffiths' and 'Don Fletcher' Awards for 2017. It was agreed that the Clerk should ask for nominations in the January/February addition of the Benson Bulletin.

Action: Clerk to ask for nominations for awards in Benson Bulletin. **CLK**

ii. That it had been decided to ask parishioners for a volunteer to maintain the small garden in the pavement in front of the parish hall.

Action: Clerk to ask for volunteer(s) in Benson Bulletin. **CLK**

11. Benson Neighbourhood Plan Steering Group:

a. To receive a report from the Chairman of the Steering Group. Cllr J Fowler reported that he had provided a written report which is at Annex B. Cllr Fowler reported additional items:

i. The Gladman application P16/S1301/O for up to 130 dwellings on Land off St Helen's Avenue, Benson has been referred to appeal on the grounds on non-determination.

ii. That a meeting between Benson Parish Council planning and SODC Planning has now been agreed.

iii. That there will be a neighbourhood plan drop in session at the parish hall Saturday 3rd December 2016 10AM to 12PM.

12. Benson Parish Council Working Groups. To receive reports from the Benson Parish Council Working Groups. There were no reports from working groups.

13. Benson Parish Council Chairman:

a. To receive a report from the Chairman. Cllr P Peers reported:

i. That she had been contacted by the Bensington Society representative noting that the notice board extension requested at 'Bob's Corner' would only be viable if the work proceeded as specified in the design provided to the council. It was agreed that the recreation and lands committee should look at the requirement again.

Action: Clerk to add item to next recreation and lands agenda to review requirement for notice board extension.

ii. That the negotiations with SODC to take over the Millstream car park were now proceeding well.

iii. That on behalf of the Benson Parish Council she had made a nomination for the High Sheriff's Award.

b. To report on any items or issues brought forward. No items were brought forward to the meeting.

14. To discuss and agree any Proposals or Approvals. No proposals were submitted.

15. Correspondence:

a. To review correspondence and post received as detailed on attached list:

Post received for meeting Thursday 24th November 2016

Post/Emails Received	Action
1. Wallingford Town Carols 14th Dec 2016 circulated Tue 22 nd Nov 2016 at 12:20.	Noted
2. RAF Benson - New Station Commander circulated Tue 22 nd Nov 2016 at 12:24.	Noted

3. Preparing for Winter circulated Tue 22nd Nov 2016 at 12:32.	Note
4. Oxfordshire Fire & Rescue Service Community Risk Management Plan Consultation circulated Tue 22nd Nov 2016 at 12:41.	Noted
5. OCC Daytime Support Consultation circulated Tue 22nd Nov 2016 at 12:45.	Noted
6. Parishes Against Gravel Extraction (PAGE) Update circulated Sat 5 th Nov 2016 at 13:02 (by Cllr J Fowler).	Noted
7. information from OCC on School admissions for Sep 2017 circulated Wed 23 rd Nov 2016 at 12:03. It was agreed that the clerk should print additional posters to be posted around the village and arrange for the information to be posted on Facebook and the parish council website. Action: Clerk to post information on school admissions.	CLK
8. Powers in relation to bus services circulated Wed 23 rd Nov 2016 at 12:23. Action: Clerk to copy information to the parish transport representative.	CLK
9. Planning Correspondence - P16/S3424/FUL circulated Wed 23 rd Nov 2016 at 12:29.	Noted
10. NALC lobby for parish councillors to claim Dependents Carers Allowance – survey circulated Wed 23 rd Nov 2016 at 12:37	Noted
11. Brightwell-cum-Sotwell Neighbourhood Plan Consultation circulated Wed 23 rd Nov 2016 at 12:48.	Noted
12. Discharge of conditions P16/S3507/DIS circulated Wed 23 rd Nov 2016 at 12:48.	Noted
13. Request for a shed on allotment 55a circulated Tue 22nd Nov 2016 at 12:05. Cllr P Baylis left the council chamber. Members agreed to the erection of the shed. Cllr P Baylis re-entered the council chamber. Action: Clerk to inform parishioner that a shed may be erected as long as it adheres to council policy.	CLK
14. Parking Congestion St Helen's Avenue circulated Tue 22nd Nov 2016 at 12:14. Cllr P Peers noted that there is an ongoing action for the local PCSO to attend a Benson Parish Council meeting to brief Cllrs on the parking situation in the village. PCSO was not available for this meeting. After a brief general discussion, it was agreed that Benson Parish Council has no powers to enforce parking and the way forward was to try and encourage more involvement from the police and PCSOs. Action: Clerk to regularly invite PCSOs to BPC meetings. Action: Clerk to respond to complainant.	CLK CLK
15. Letter of complaint on Sunnyside Play Area from a parishioner circulated Tue 22nd Nov 2016 at 13:11. Cllr R Jordan left the council chamber. Cllrs discussed the complaint and Cllr Peers noted that funding for new items of equipment and refurbishment was being discussed ready for inclusion in the 2017 precept. With regards to the written complaint it was agreed that it should be referred to the recreation and lands committee and that Cllr P Baylis should respond to the complainant. Cllr Jordan re-entered the council chamber. Action: Cllr Baylis to respond to complainant. Action: Clerk to add item on R&L agenda to discuss refurbishment of equipment in Sunnyside play area.	CPB CLK
16. Dog fouling on Thames Path circulated Tue 22nd Nov 2016 at 13:33. After a brief discussion this item was referred to the recreation and lands committee. Action: Clerk to place item on Thames Path dog fouling on next R&L agenda.	CLK
17. Care Home Churchfield Lane circulated Wed 23 rd Nov 2016 at 12:10. Cllr M Winton left the council chamber. Cllrs discussed the complaint and it was agreed that Cllr J Fowler should respond. Cllr Winton re-entered the council chamber. Action: Cllr Fowler to respond to complainant.	CJF
18. Parish Council Queries Wed 23 rd Nov 2016 at 12:44. After a brief discussion it was noted that individuals not born in the parish were not eligible to have their names	

on the Benson War Memorial. With regards to a Benson Parish council grant to support scouts fund raising for scouts to go to Kenya to work in an orphanage this would not be possible it does not meet the rules under which council grants are allocated. Cllrs recommended that the scouts contact the Benson Bulletin or BCA for grant funding. Action: Clerk to respond to the parishioner who submitted the queries.	CLK
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b. To review Parish Office Notes as detailed on attached list (to follow).

1. Benson Parish Office Christmas Shut down. The Parish Office will close for Christmas from Friday 23rd December 2016 until Tuesday 3rd January 2017 start and end dates included. The Benson Helpline will close from Wednesday 21st December 2016 until Wednesday 4th January 2017 start and end dates included.	Noted
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16. **Finance:**

a. To sign off the reconciled bank statement for the current account as at 31st October 2016.

Members present unanimously resolved to approve the reconciled bank statement as at 31st October 2016.

b. To sign cheques as detailed on the attached list (to follow).

Date of Invoice	Organisation/ Individual	Description	Cheque Number	Amount
23/11/2016	HMRC	November PAYE and NI	506078 *will only be sent if telephone transfer fails*	725.77
23/11/2016	GM Stock	November Salary	506079	175.75
23/11/2016	OCC	November pension	506080	1008.38
23/11/2016	A Bates	Handyman services	506081 *will only be sent if telephone transfer fails*	1231.92
14/11/2016	Grundon	Waste collection October	506082	114.10
15/11/2016	Clearview	Window cleaning Nov	506083	140.00
17/11/2016	Gopak	YH feet for folding chairs	506084	99.00
10/11/2016	Azalea	Grounds maintenance Extra weed spraying Removal of Green Close play equipment	506085	4592.93
11/16	Play Inspection Company	Inspection report	506086	225.00
17/10/2016	Custom Group Ltd	Curtains for Parish Hall	2310.43	2310.43
28/10/2016	Wicksteed	Repairs to Sunnyside play equipment	506089	3746.40

17. **Questions to the Chairman:** There were no questions to the chairman.

18. **Items for Councillors to Note.**

a. Cllr McTeague asked how the council should proceed once a poster has been produced to inform parishioners on planning developments in Benson. It was agreed that the clerk should circulate the poster to all councillors for comments.

Action: Clerk to circulate draft poster on housing developments to all councillors.

b. Cllr D Olley noted that a recent ex councillor of the Benson Parish Council had died and that the council should consider sending the family a condolence card. It was agreed that the clerk should purchase and send a card.

Action: Clerk to purchase and send condolence card.

c. Cllr D Olley noted that the recent painting of the exterior of the Crown Inn had included the highlighting in black paint the date of the building.

d. Cllr S McCann noted that he had received complaints from the Benson United Football Club BUFC about the current maintenance and facilities. It was agreed that Cllr McCann should discuss issues and liaise with Cllr P Baylis on a response.

e. Cllr M Winton noted that the Benson Parish Web site is once again out of date. Especially in the posting of agendas. Cllr P Baylis responded that she would address any issues.

f. At this point, Cllr P Peers noted that she had parish staff issues to discuss and requested that the clerk leave the council chamber.

19. To confirm the date of the next council meeting.

Thursday 15th December 2016.

20. Dates of Next Meetings:

a. Parish Council Meeting. Thursday 15th December 2016.

b. Finance Meeting Tuesday 6th December 2016.

c. Halls Meeting Thursday 12th January 2016.

d. Recreation and Lands Meeting Thursday 9th February 2016.

e. Planning Meetings (to be notified).



Peter Eldridge
Proper Officer
29th November 2016

Annex A
Actions for Parish Council Meetings as at
24th November 2016

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| 1. | Cllr P Peers to discuss the proposed Oxfordshire Unitary Authority with Chair of SODC council meeting minutes 27th Oct 2016 (14.a.10.).
<i>In progress.</i> | CPP |
| 2. | Clerk to inform the chair of RUG 3 council meeting minutes 27th Oct 2016 (14.a.19.).
<i>In progress.</i> | CLK |
| 3. | Clerk to try and recruit a 3rd party to represent the council at RUG 3 meetings council meeting minutes 27th Oct 2016 (14.a.19.).
<i>In progress.</i> | CLK |
| 4. | Cllr S McCann to draft poster council meeting minutes 24th Nov 2016 (6.d.).
<i>In progress.</i> | CSM |
| 5. | Clerk to print and circulate draft poster for review and comments by Cllrs council meeting minutes 24th Nov 2016 (6.d.).
<i>In progress.</i> | CLK |
| 6. | RFO to inform all applicants of the results of the interviews council meeting minutes 24th Nov 2016 (7.b.i.).
<i>Applicants informed. Action closed.</i> | RFO |
| 7. | Cllrs Jordan and McTeague to redraft the debt recovery policy council meeting minutes 24th Nov 2016 (7.b.ii.).
<i>In progress.</i> | CRJ
CTM |
| 8. | Clerk to inform the Chiltern Society council meeting minutes 24th Nov 2016 (10.b.i.).
<i>In progress.</i> | CLK |
| 9. | Clerk to ask for nominations for awards in Benson Bulletin council meeting minutes 24th Nov 2016 (10.c.i.).
<i>In progress.</i> | CLK |
| 10. | Clerk to ask for volunteer(s) in Benson Bulletin council meeting minutes 24th Nov 2016 (10.c.ii.).
<i>In progress.</i> | CLK |
| 11. | Clerk to add item to next recreation and lands agenda to review requirement for notice board extension council meeting minutes 24th Nov 2016 (13.a.i.).
<i>In progress.</i> | CLK |
| 12. | Clerk to post information on school admissions. council meeting minutes 24th Nov 2016 (15.a.7).
<i>In progress.</i> | CLK |
| 13. | Clerk to copy information to the parish transport representative. council meeting minutes 24th Nov 2016 (15.a.8).
<i>In progress.</i> | CLK |

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| 14. | Clerk to inform parishioner that a shed may be erected as long as it adheres to council policy council meeting minutes 24th Nov 2016 (15.a.13).
<i>Parishioner informed. Action closed.</i> | CLK |
| 15. | Clerk to regularly invite PCSOs to BPC meetings council meeting minutes 24th Nov 2016 (15.a.14).
<i>PCSOs contacted and informed, PCSOs added to distribution list for BPC Mtgs. Action closed.</i> | CLK |
| 16. | Clerk to respond to complainant. Council meeting minutes 24th Nov 2016 (15.a.14).
<i>In progress.</i> | CLK |
| 17. | Cllr Baylis to respond to complainant. Council meeting minutes 24th Nov 2016 (15.a.15).
<i>In progress.</i> | CPB |
| 18. | Clerk to add item on R&L agenda to discuss refurbishment of equipment in Sunnyside play area. Council meeting minutes 24th Nov 2016 (15.a.15).
<i>In progress.</i> | CLK |
| 19. | Clerk to place item on Thames Path dog fouling on next R&L agenda. Council meeting minutes 24th Nov 2016 (15.a.16).
<i>In progress.</i> | CLK |
| 20. | Cllr Fowler to respond to complainant. Council meeting minutes 24th Nov 2016 (15.a.17).
<i>In progress.</i> | CLK |
| 21. | Clerk to respond to the parishioner who submitted the queries. Council meeting minutes 24th Nov 2016 (15.a.18).
<i>In progress.</i> | CLK |
| 22. | Clerk to circulate draft poster on housing developments to all councillors Council meeting minutes 24th Nov 2016 (18.a.).
<i>Draft poster circulated. Action closed.</i> | CLK |
| 23. | Clerk to purchase and send condolence card Council meeting minutes 24th Nov 2016 (18.b).
<i>In progress.</i> | CLK |

Benson Neighbourhood Plan Report – November 2016

1. Chalgrove Airfield

As you will have seen from my email update, an initial meeting has been held with GVA (the developers promoting the Chalgrove Airfield site) and I also attended a workshop of all Parishes impacted by the development. The Chalgrove Airfield development would seem to be the best opportunity for an “Edge Street” around Benson as there is a significant infrastructure budget available with the development and whilst there is a lot of opposition from residents and parishes, the development does have political weight behind it.

2. BEN2

A screening opinion has been submitted to SODC for 84 houses on BEN2 (the land adjacent to Hale Road). A meeting between the developers (JPCC) and the Planning Committee has been arranged for Weds 30th Nov.

3. SEA Screening

At last, progress is being made with the Strategic Environmental Assessment (SEA). A meeting has been held with rCOH to assess preferred development sites within the parish and acceptable housing numbers. rCOH are now working on the SEA.

4. Drop-In Event

The NP Team are holding a “Drop-In” event on Saturday 3rd December to update residents on progress with the Plan and the various housing developments within Benson and the surrounding area.

5. Meeting with SODC Planning

SODC Planning have eventually responded to my request for a meeting (made back in September) and have now agreed to a meeting to discuss the various planning applications impacting Benson. No date has been set yet, but at least they have now agreed to meet!

6. Meeting with Turley

We have received a request for a meeting with a company called Turley. They have some involvement in the BEN3 and BEN4 sites but last time we had a meeting in relation to those sites it was with David Wilson Homes so I’m unsure exactly where Turley fits. The meeting has been arranged for 1st Dec with the Planning Committee.